

Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM036	
Creation Date of PD	07/06/06	
Job Title	Office Administrative and Management Support (Non-Exempt)	
SNL Dept Name	Organizational Assurance & Operations	
SNL Org Number (or TBD)	06033	
Number of Openings	2	
Description of Position	Exercises discretion and judgment in internal and external contacts. Works under general direction and sets priorities to ensure that manager's deadlines are met. Prepares and works with department-wide classified information and confidential management information. Exchanges information relevant to managers/departments business activities by communicating with executive, administrative, and management personnel, as well as outside agencies. Activities could influence manager's decisions, and may impact department effectiveness. Competent to use relevant software relating to word processing, spreadsheets, data base management, web access, presentations, HTML (and possibly financial reporting).	
Required Skills & Experience	Successful Office Management Assistant (OMA) experience. Proven, advanced level experience using MS Word, PowerPoint, Outlook, and intermediate level Excel. Skilled at obtaining information from the internet. Proficiency in scheduling, calendaring, mail management, travel, vouchers, meeting support, and visitor logistics. Ability to protect sensitive and confidential information appropriately. Experience tracking action items and maintaining records. Demonstrated professionalism in both written and oral communications. Demonstrated tact and courtesy in interactions; excellence in customer service. Ability to independently prioritize and complete multiple assignments. Experience working successfully as a team member. Proven ability to be flexible and proactive in meeting changing priorities and business needs. Demonstrated creativity, initiative and problem solving skills. Takes ownership of tasks and sees them through to completion. Willingness and ability to adapt to new applications, processes and systems will be critical in this role	
Desired Skills & Experience (if applicable)	Experience and understanding of the Yucca Mountain project. Understanding and experience with formal process quality principles (ex: 6-sigma).	
Required Education (Degrees & Levels)		
Desired Education (Degrees & Levels - if applicable)	An AA degree in related field.	
Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	10/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)
Y	N	N

Please Select All Related WBS Elements for this PD
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.01	Name	X
1.5.01.01	Project Management	X
1.5.01.02	Project Controls and Earned Value Management	X
1.5.01.05	Compliance Management	X
1.5.01.06	Information Management	X
1.5.01.09	General Project Services	X
1.5.01.12	Financial Assistance and Other Contracts	X
1.5.01.13	Communications/Intergovernmental Relations	X

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